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ABSTRACT

Written for professional people returning to study, this book provides practical guidance and strategies to increase confidence, enhance skills, and develop critical awareness and creativity. Chapter 1 helps students identify reasons for return to study and their implications; examine their interpretations of what learning is; and think about questions of when and where to study. Chapter 2 examines the place of critical thinking in the process of returning to study. Chapter 3 explores ways to work effectively with peers and tutors; become aware of existing levels of personal knowledge; and improve communication of ideas and information in oral presentations. Chapter 4 considers focusing reading on key texts and authors; using strategies for making reading more efficient; assessing sources of information and their relative usefulness; and developing a bank of references and experimenting with a system of cross-referencing. Chapter 5 explores planning written work as an integral part of the study process and preparatory stages of writing. Chapter 6 addresses structuring writing to enable the reader easier access to ideas; using conventions of academic writing; and presenting written work for submission. Chapter 7 focuses on purposes that lie behind and demands of writing a dissertation; deciding how to generate and control questions to underpin the dissertation; the need to focus, plan, and develop work within particular constraints; and writing a title and abstract. Chapter 8 revisits personal interpretations of returning to study and ways of learning. The book contains 36 references, 55 suggestions for further reading, and index. (YLB)

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